



Give Requested Feedback

Managers can request feedback on their workers from various people in the organization. This request will appear as an Inbox task

GIVE REQUESTED FEEDBACK

1. From the homepage, click the **Inbox**
2. Locate and click the **Give Feedback:** task.
3. For each **Question**, select an answer, or provide examples as required.
 - a. If the question is not applicable, or an answer is not able to be given, select **Decline**.



Note: When requesting feedback, the Manager can specify if the feedback will be shared with the employee or kept private. If the Manager chooses not to share the Feedback with the employee, only Managers in the management chain and HR will be able to view the feedback. A message will be displayed indicating if the employee will be able to view given feedback.

4. Click **Submit**.